

Example of Improvement Coordinator Job Description

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Our company is looking to fill the role of improvement coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for improvement coordinator

- **Leadership.**Lead or participate in project teams designed to improve revenue cycle
- **Data Management.**Collect data through Medhost and other instruments
- **Leadership & Collaboration.**Act as liaison to Information Technology and EMS community to maintain or establish new relationships, common programs and soft marketing
- **Evaluation.**Monitor national trends in specialty and report as needed
- **Work closely with the Shared Savings Medical Director and Shared Savings Program Management Team** to set the clinical direction for the Program including, but not limited to, any clinically-focused Program changes, quarterly Shared Savings clinical meeting topics, and clinical data and reporting needs
- **Actively participate in the sharing of clinical best practices among and between the Shared Savings Partners**
- **Work in the individual Shared Savings Primary Care Offices** to understand and document workflows in order to better suggest areas of opportunity or process refinement
- **Meet with assigned Shared Savings Primary Care Offices at least quarterly** to review Shared Savings clinical and quality reporting to identify areas of opportunity or areas where best practices could be applied
- **Leadership & Collaboration.**Collaborates with Directors and Managers to

- Responsible for tracking incoming requests, validating content and formatting of formal companywide weekly communication reports

Qualifications for improvement coordinator

- Registered Nurse with current licensure in California required
- Experience performing medical record reviews using an Electronic Health Record (EHR) for the purposes of evaluating the quality and/or clinical effectiveness of care provided
- Experience using a database to capture clinical data abstracted from a medical record for the purposes of peer review, clinical outcomes monitoring or other quality improvement activity required
- Graduate of an accredited/approved nursing program
- Bachelor's degree in Nursing or within 3 years of hire
- Registered Nurse Licensure in State of Alaska